

**Privacy Policy**

1. Controller	University of Vaasa
	PL 700, 65101 Vaasa Wolffintie 32, 65200 Vaasa
	Business ID 0209599-8
2. Contact person for issues related to the register	Specialist Sunna Vainioma sunna.vainioma@uwasa.fi
3. Data protection officer	Emilia Lamminmäki emilia.lamminmaki@uwasa.fi
4. Name of the register	Register for employment survey at university of Vaasa for graduates with a master's degree.
5. Purpose of processing personal data and legal grounds for processing	<p>The purpose of employment surveys is to monitor the early career stages of university graduates and their situation in the labour market (1-2 years for higher university degree graduates) and utilise the monitoring information in research, highlighting the early career stages of people with an academic education, the development of higher education and student guidance, as well as for offering information for potential students, current students and graduates for planning their own studies and career. In the employment survey, this information is produced and used without identification information about the participants.</p> <p>Employment surveys are carried out using both a paper form and an electronic form. The electronic response form is made available through the E-lomake. The collection of research data using the paper form and the compilation of data are coordinated by Tampere University's Research Stats Service TUPA.</p> <p>Grounds for processing: Duties in accordance with public interest (evaluation and development of university education (sections 2 and 87 of the Universities Act (2009/558)) and production of related statistics).</p>
6. Rekisterin tietosisältö	<p>The background information of the employment survey's target group (participants) will be recorded into the register:</p> <p>a) Background information: information related to the study right targeted by the survey and the completed degree, such as the level of the degree, field of study, and the years of admission and graduation. Also includes respondent-related information such as gender, age, nationality, and mother tongue.</p> <p>b) Identification information:</p>

## EU's General Data Protection Regulation (EU 2016/679), Articles 12–14

	<p>name, postal address and postal code, state, student identification code, survey ID, telephone number. Information identifying the respondent (student number, name and contact information) and information about a possible date of death will only be used to send the survey and in order to link the above-mentioned background information.</p> <p>c) Survey form ID or electronic form ID and time of response</p> <p>d) Survey answers With regard to those who have filled in the career monitoring survey, these sections will be filled in with the information they have given concerning their position in working life, factors related to the quality of employment and the satisfaction of graduates concerning their studies from the perspective of working life.</p>
7. Regular data sources	<p>The background and identification information of the group of respondents will be gathered from the student information system (e.g. study subject, faculty). Address data will be supplemented using the Population Information System, and the telephone number will be acquired from a separate telephone number supplier (Posti/Fonecta/other). Email contact details will be gathered from student and alumni registries of the university. Response data will be gathered from the answers of the participants. The participants have the opportunity to fill in a paper survey or an electronic online survey. Data from the paper surveys will be recorded in the electronic system as subcontracted by TUPA.</p>
8. Regular data transfers and recipient groups	<p>The processing of the register's personal data has been partly outsourced with a subcontract agreement:</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes; further information about outsourced processing:</p> <p>The register is processed by TUPA, statistical research service of the University of Tampere.</p> <p>The data will be reported publicly so that no single individual can be identified from the results.</p>
9. Transfer of data outside the EU or EEA	<p>Will registered data be transferred to a third country or an international organisation outside the EU or EEA?</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p>
10. Retention period for personal data or specification criteria for the retention period	<p>Identification information enabling the identification of respondents is retained in the register only until data is combined and later destroyed after the data has been processed. TUPA will retain data from different years without any direct identification information for ten years in order to compile time series.</p>

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11. Information about the existence of automated decision-making or profiling and information about the logic of processing and its significance for data subjects	<p>The registered data will be used for automated individual decisions, including profiling:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, please specify:</p>
12. Rights of data subjects	<p>Under the EU's General Data Protection regulation (EU 2016/679), data subjects have the right to view their data, have their data rectified or erased, have the processing of their data restricted, object to the processing of their personal data, as well as the to lodge a complaint with the supervisory authority.</p> <ul style="list-style-type: none"> <li>- <u>Right to view data (right of access to personal data)</u> <ul style="list-style-type: none"> <li>o Data subjects have the right to know whether their personal data has been processed and what personal data concerning them has been recorded.</li> </ul> </li> <li>- <u>Right to have data rectified</u> <ul style="list-style-type: none"> <li>o Data subject have the right to claim that any erroneous, inaccurate or incomplete personal data be rectified or completed without undue delay. Furthermore, data subjects have the right to demand the erasure of any unnecessary personal data.</li> </ul> </li> <li>- <u>Right to have data erased</u> <ul style="list-style-type: none"> <li>o In irregular situations, data subjects have the right to have their personal data erased from the controller's register (right to be forgotten).</li> </ul> </li> <li>- <u>Right to restrict processing</u> <ul style="list-style-type: none"> <li>o In certain situations, data subject have the right to request that the processing of their personal data be restricted until their data has been appropriately inspected and rectified or completed.</li> </ul> </li> <li>- <u>Right to object</u> <ul style="list-style-type: none"> <li>o Data subjects have the right, on grounds relating to their particular situation, to object to the processing of their personal data at any time.</li> </ul> </li> <li>- <u>Right to lodge a complaint with the supervisory authority</u> <ul style="list-style-type: none"> <li>o Data subjects have the right to lodge a complaint with the supervisory authority of their permanent place of residence or employment, if they consider that the processing of personal data is in breach of the GDPR (EU 2016/679). In addition, data subjects have the right to use administrative means of change management and other legal protection.</li> </ul> </li> </ul>

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2016/679), Articles 12–14

	<p>Contact information: <b>Office of the Data Protection Ombudsman</b> Visiting address: Ratapihantie 9, 6th floor, 00520 Helsinki Postal address: P.O. Box 800, 00521 Helsinki Tel.: +358 29 56 66700 Fax: +358 29 56 66735 Email: <a href="mailto:tietosuoja@om.fi">tietosuoja@om.fi</a></p>
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